

MU120 Mailing 1 Prep 2009J
SUP 008053



The Open University

Stop Press

Read this first and retain for later use!

MU120 Open mathematics Preparatory Stop Press 1 for October 2009

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1 Introduction

A very warm welcome to MU120, *Open Mathematics*, from the Course Team! We are delighted that you have registered for the course. We have tried to make the course accessible and attractive to a wide variety of students, and we hope that you will enjoy your studies. If you are new to the Open University you will find useful information in the OU *Welcome* booklet.

We have found that students get the most from the course if they build up to it with a period of preparation. We would therefore advise you to start work on the preparatory materials as soon as possible. Many students later say that they wish they had spent more time on them.

The purpose of this preparatory material is to get you ready for MU120 in two main areas:

- revising and studying mathematics;
- obtaining and using your course calculator (see Section 3(ii) below);

You should start your preparation with Unit 0 *Preparing for Open Mathematics*, which refers you to the other materials when required.

You don't need to own or use a computer in order to study MU120, however if you do have online access then you are encouraged to visit the MU120 Course Website, accessed through your OU StudentHome webpage, as it contains useful information about the course. You will also find quizzes developed especially to help you with the preparatory material in the 'How's your mathematics?' section.

However, before you do that please read sections 2 and 3 of this Stop Press at least.

It is possible that you will receive the next set of course materials some weeks before the official start of the course. When you receive that mailing please open it to check the contents and to check the front page of the

Stop Press for any updates to the preparatory material. These course materials can then be put aside until you have finished working through the preparatory material or until the date you are due to start studying Unit 1.

Once you have been notified about your tutor's details, please feel free to contact him or her for further advice about your study priorities. You will be given information about your tutor approximately two weeks before the official start of the course.

2 Future Stop Presses

Throughout your study of the course you will receive a series of Stop Presses like this one. The information in each Stop Press will be divided into three types.

Firstly, there will be the **essential course information**, which you should read immediately, as this will include any errata we have become aware of in the course material. It is imperative that you note this information as soon as possible. So open each mailing as soon as it arrives to check that nothing is missing, and to see if there are any important errata, for example, affecting a forthcoming assignment.

Secondly, there will be the **general course information**. This might include items of interest about the material you are studying, or telephone numbers where you can get extra help.

Finally, there will be **other information**. This could be general Faculty or University news such as details about other courses.

3 Essential course information

(i) Errata

You may find, if you have received the latest edition of any of these texts, that some of the corrections below have already been made. Apologies for the inconvenience caused by these errata. Note that a negative line reference indicates counting from the bottom of the page.

Unit 0

Page 31 Activity 15 refers to an Introduction in the *Calculator Book*. As there is no Introduction in the extract from this book (SUP 456982) which is sent to you in the first mailing, you will be able to read the Introduction in the full book when it arrives in the second mailing.

Preparatory Resource Book A

Page 99 Section 2.1.1 Question 4 b). The answer for 'month' should read 2 937 600.

(ii) Course Calculator and the Calculator Book

As soon as possible, and certainly well before the start of the course, you should obtain a Texas Instruments TI-83 or TI-84 graphics calculator (any calculator in the TI-83 or TI-84 range will suffice). It has recently come to our attention that another calculator, called the TI-82 STATS, will also be suitable for use on MU120, however this calculator may be in short supply.

You will not be able to study the course or complete all the assignments without one of the range of calculators mentioned above. The TI-84 has exactly the same features and functions as the TI-83, though some of the keys are different colours and it has a bigger and faster memory. The TI-82 STATS has less functionality than the TI-83/84 calculators and it runs more slowly, however it is fine for the purposes of the course and it is less expensive than the other models. Please note that the older TI-82 calculator is NOT suitable for MU120. (See the Appendix at the back of this Stop Press for further details of differences for the TI-82 STATS and TI-84 calculators.)

To obtain the appropriate calculator: the Open University has negotiated with Oxford Educational Supplies Limited to supply the TI-83 Plus graphics calculator to MU120 students by mail order at £69.95 (including VAT and postage and packing in the EU). Delivery is normally within a few days of the order being received. Oxford Educational Supplies Limited can also supply the alternative models. These calculators are not currently available in the high street, but you may find them for sale on some internet auction sites. Details of how to order the TI-83 Plus calculator are given on the back page of this Stop Press. You are advised to place your order as soon as possible, as you are expected to use the calculator as part of your preparatory course work.

Full grant award: if you are eligible for a full fee and course grant (students resident in England, Wales or Northern Ireland) or have had your course fees covered by a financial award (students resident in Scotland), you will be contacted by the University's Financial Support Team after you have registered for MU120, about the support

that is available to acquire a calculator. If you have any queries about this please contact the Financial Support Team at Walton Hall on 01908 653411 or at general-enquires@open.ac.uk.

Payment by instalment: Most students chose to pay for their calculator in a single payment, but Oxford Educational Supplies can offer it to OU students in the UK via a 12-month standing order, though the overall price is then slightly higher. Details of this scheme, are available from Oxford Educational Supplies on 01869 344500 or at www.studentcalculators.co.uk/MU120. This scheme is only available for purchases of the TI83 Plus. Calculators purchased on instalments will be despatched after receipt of the first payment. Please note that this can cause a delay of up to 14 days from the time of ordering.

Before you start Unit 1: you will be expected to be able to use the course calculator for simple arithmetic, as explained in Chapter 1 of *Tapping into Mathematics with the TI-83 Graphics Calculator* which is included in this mailing. *Tapping into Mathematics* (also known as the course calculator book) will teach you how to use the calculator and the complete book will be sent to you with mailing 2 before you study Unit 1. [The *TI Guidebook*, supplied on a CD with the calculator itself, can be rather daunting. You are advised only to use it for reference much later in the course when you are familiar with the calculator.]

Batteries: it is your responsibility to replace the batteries in your calculator. New calculators will come with batteries supplied. Further sets of batteries can be purchased in the high street or ordered from Oxford Educational Supplies Limited (usually with 24 hour delivery) at the favourable rate of £2 per set including VAT, postage and packing. To order a set of batteries telephone 01869 344500 stating that you are an OU student.

Calculator emulators: a number of so-called calculator emulation programs are available via the internet for download to a computer. To the University's knowledge only one of these, TI-SmartView, is validated by Texas Instruments Incorporated. As well as emulating the TI-84 Plus, it offers a number of additional features useful for classroom teachers (not students). Although use of a computer may enhance your study of MU120 and is important for interaction with University systems, it is perfectly possible to study the course fully without one. For this reason the course materials support the use of a handheld calculator, which may also offer advantages in terms of portability and ease of access.

(iii) Submitting your assignments

It is recommended that you try the computer-marked assignment (CMA41), as this 'warm-up' assignment on Unit 0, in which you can practise your mathematical skills, won't be counted in your final course result.

Your completed CMA form for CMA41 should be sent to Assignment Handling before the given cut-off date (which is two weeks after the start of the course), in the pre-printed envelope provided in this mailing. CMAs can also be submitted electronically (see next subsection, but note that this facility may not be available until about a month before the course starts). Please note that the cut-off dates for subsequent CMAs are absolute – each of your CMA forms must reach the University by the given cut-off date. Otherwise, your score cannot be counted. Results on CMAs will not be released until after the cut-off date.

Part 1 of the first **tutor-marked assignment** (TMA01) should be sent **directly to your tutor**, to arrive by the given cut-off date. If, for whatever reason, you are not able to submit a TMA to your tutor by its cut-off date, you should contact your tutor as soon as you become aware that you have a problem and certainly do this before the cut-off-date. Please bear the following points in mind:

Preparation and submission

- TMAs on MU120 must be submitted on paper to your tutor. (Due to the difficulties in handling mathematical notation, it is not possible to have electronic TMAs (eTMAs), as you may have met on other courses, on MU120.)
- Your tutor will let you know the address to use for submitting your TMAs. Remember that TMAs should be posted to your tutor. Please don't submit your TMAs directly to the University.
- Each TMA must be accompanied by a signed TMA (PT3) form.
- Use A4 paper, and put your name and student number on each page, and number the pages. (If you submit, say, 5 pages, then number them as 1 of 5, 2 of 5 and so on.). Leave a wide margin so that your tutor can add comments to your script.
- Keep a copy of your work for your own records and in case of loss in the post.
- Allow a few days for your TMA to reach your tutor.
- Write your name and address on the back of the envelope.

- Please ensure that the postage covers the weight and size of your envelope and contents, as underpaid postage may mean a delay in your TMA being marked – see <http://www.royalmail.com/size> for details.
- Obtain proof of postage (there is no charge for this service), but don't send your TMA using registered or recorded delivery, because your tutor may not be available to sign for it.

Collecting undelivered TMAs can cause considerable inconvenience to your tutor, so please follow the advice given in the last two bullet points.

(iv) Online submission of CMAs

The University offers you the *choice* of submitting your CMA answers online, using its electronic computer marked assignment (eCMA) system, or on paper using the CMA forms and envelopes provided in the course mailings. **You must not try to submit any one CMA using both systems.** If you do, then only the submission which is received first by the University will be marked.

To submit the CMA electronically, go to your OU StudentHome page and find the link under 'Your Course Record' for MU120. The system is straightforward to use but it is a good idea to make sure that you know how to access and use the system well before the cut-off date. Once you have entered the eCMA system, please ensure that you click on the correct course code and assignment number. You can enter a few answers at a time and come back and change them as often as you like, but once you have *submitted* your answers you cannot change them. It is therefore essential that you carefully check that everything is as you intend and ensure that you have made some response for **every** question, even if it is 'don't know', before you submit your answers. Once you have submitted your CMA you will receive an on-screen notification that it has been received by the eCMA system.

You should submit your CMA well in advance and you must submit it no later than **midnight on the cut-off date (UK local time)** to obtain credit. CMAs received after that time will be marked 'L' (late) and given a zero score.

If you use the eCMA system for any CMA *other than* CMA45 your score and a list of correct responses for the question(s) you answered incorrectly in that CMA will *only* be available via your StudentHome page. The model solutions will be made available on the Course Resources section of the course website a few days after the cut-off date. You will not receive this feedback in hardcopy.

If you use the eCMA system for the final CMA, that is CMA45, you will receive a letter with your score and a list of correct responses for the question(s) you answered incorrectly, together with the model solutions. Please note that these documents will not be issued to any student until at least four months after the cut-off date.

If you submit your answers on paper, then you will receive a letter with your score and a list of correct responses for the question(s) you answered incorrectly, together with the model solutions.

(v) Audio material

The audio materials for MU120 were originally presented on audio cassette. For that reason, you may come across old references to tapes or cassettes, whereas the material is now presented in digital format. To help you navigate around the audio, we suggest that you note down the track number on your player whenever you are asked to stop or pause the audio material.

4 General information

(i) Optional pre-course study

If, after working through the preparatory material for MU120, you decide that you are not quite ready for a course at this level, you could consider taking the *Openings* course *Starting with maths* Y162. The course lasts 20 weeks, and covers numeracy, working with a scientific calculator, using graphs, charts and diagrams and problem-solving. The course will provide a gentler introduction into the skills of successful learning at the Open University, and a lead into MU120. If you achieve the appropriate standard by the end of the course, you will gain 10 credit points at Level 1 that may count towards an OU qualification. The course runs four times a year, starting in March, June, September and November. For further details about Y162 contact the Student Registration and Enquiries Service on 0870 333 4340, or see the web page at www.open.ac.uk/openings.

If you complete the preparatory materials more than a month before the start of the course then you may feel that you have sufficient time to do further pre-course study in addition to the preparatory materials provided within the mailing. If so, you might consider obtaining one of the following:

Teach yourself basic maths, by Alan Graham, and published by Hodder and Stoughton (ISBN 0 340 64418 4).

A Key Stage 3 (or possibly Key Stage 4), or equivalent, mathematics book.

For students intending to take a number of courses in mathematics, the Open University has produced a *Success with Mathematics* book (ISBN: 0415 298 61 X) published in conjunction with Routledge as part of their Study Guide Series. *Success with Mathematics* includes both general study skills, such as making best use of time, preparing for assignments and exams; and specific help with learning mathematics. There are chapters on how to present your mathematics effectively, what to do when you get stuck, and appropriate use of technology.

(ii) Learning file

With this mailing you will find a few printed Activity sheets to help you in your studies. There will be further Activity sheets as you work through the course. We strongly recommend that you acquire a ring binder in which to store your Activity sheets and other notes, and it is this ring binder which will be referred to as 'your learning file' or 'the learning file' in the course material. You may also like to keep your responses to other activities and exercises in your learning file. We hope that you will find the Activity sheets to be a useful aid to your study.

Each student's background and learning style is different and as such there is no 'right way' to use your learning file. During your preparation try to think about how its use will best help your learning. There will be Activity sheets for later Units. However all such sheets are only suggestions. Feel free to use them, or not, as best suits you. You can write as much or as little as you require for such activities. MU120 students vary greatly; from those very new to distance learning, who feel that they benefit from spending a long time reflecting upon their learning approach and writing about it; to those who are experienced learners who can just jot down their ideas and reflections very quickly. The learning file is for your benefit to help you as a learner, so please use it however you feel best serves this purpose!

(iii) Computer for MU120

As noted, there is no requirement to own or to use a computer in order to study MU120. However, the University encourages students to have online access in order to view and to provide administrative information in connection with their studies, and to keep in touch with their tutor and other students. The *Online applications CD-ROM* in this mailing will help you to use the OU's online facilities. If you don't currently have a computer and/or online access, it may be possible for you to carry out these activities using public access computers in, for example, libraries or internet cafés.

Many OU courses do now require students to use a computer, and some also require regular online access. If you are thinking about acquiring a computer for your OU studies, you should look at the computing requirements for the courses in which you might be interested at the following website: www.open.ac.uk/personal-computing. Information on the electronic communication and computing services used by the Open University can be found at www.open.ac.uk/computingguide.

(iv) Queries and how to make contact

Course related queries

Generally your tutor should be your first point of contact, especially for queries on any aspect of the course material, including suspected errors. If your query concerns the content of the course and you cannot contact your tutor then you can try the *Additional Tutorial Help*, which is a back-up facility run by members of the Faculty.

If all this fails then you can contact the Course Team with non-urgent queries (for example, to provide general feedback) by writing to the following address.

MU120 Course Manager
Faculty of Mathematics, Computing and Technology
The Open University
Walton Hall
Milton Keynes
MK7 6AA

If your problem is urgent (for example, it affects a forthcoming assignment) then please email the Course Team at MCT-Maths-Stats-Programme@open.ac.uk or telephone 01908 332555, stating clearly your name, student number and the course code. You will either be able to speak with a staff member or you be able to leave a message. Please speak clearly and slowly, so that we may help you as quickly as possible.

Additional Tutorial Help

Throughout the study year, members of the Faculty are available to answer questions about courses. Below is a list of people who have offered to answer questions about MU120 with their telephone number and / or email address and the times when they are likely to be available. Please note the following if you use this service.

1. Your tutor should be the first point of contact for a course-related query. The additional tutorial help is a back-up facility.
2. The people on the list are normally available at the times listed (where given), but holidays and other commitments may make them unavailable on certain occasions.
3. Please note that phone numbers for evenings and weekends are volunteers' home numbers, and so you may not get a response. Please try the number again later or try another number on the list.
4. Some people have provided an e-mail address. Please note that they may be unable to check their mail, and therefore you might not get an immediate response. If you do not receive a reply within 24 hours please either try a phone number or another person.
5. Although queries on assignment questions are not excluded, you should expect the amount of information provided in response to such a query to be limited in fairness to other students. (Assignments should be your own work, since in general the grades obtained on them count towards your overall course result.)
6. When you use the additional tutorial help please mention that you are studying MU120, as the people may be answering questions about several courses.
7. It is a good idea to have pencil and paper handy and any course material that may be relevant. A text reference is usually a helpful starting point.

Name	Availability	Contact
Felicity Bryers	Day time and evenings until 9pm	01738 560250
Sally Crighton	Weekdays 10.00 – 16.00	0131 549 7139*
Judy Ekins	Weekdays Anytime (mobile)	0115 971 5526* 0781 844 8307 email: j.m.ekins@open.ac.uk
Mike Simpson	Any weekday 09.00 - 17.00	020 7485 6597*

* You may leave a message and we will try to return your call.

Administrative queries - it is imperative that you quote your student number (PI number).

Sometimes students call the Faculty with queries that would be more easily answered in other areas of the University. This can be frustrating, particularly if you have been redirected before speaking to someone who can help you. Below are contact details for various areas of the University, which you can keep for quick reference.

Queries about the content of the course should be addressed to your tutor or to the Course Manager as indicated earlier in this section. The Course Manager may also be able to deal with administrative queries but please try the numbers below first where your problem seems to involve one of the areas named. The telephone number and address of your Regional Centre is in your *Assessment Handbook Undergraduate Courses* which is available from your OU StudentHome webpage.

There is an additional evening service which aims to provide help to students who are unable to make contact with their Regional Centre during the day. The service is run by a team of student service assistants, advisors and associate lecturers between 5.00 pm and 8.00 pm, Monday to Friday (excluding Bank Holidays). The telephone number is 0870 3331444. Calls are charged at the national rate. Your query will be dealt with nationally but, if appropriate, referred back to Student Services in your Regional Centre the next working day.

Nature of Query	Contact	Telephone No / Fax / email
<i>Registration problems</i>		
Change of course Withdrawals	Student Registration and Enquiry Service or Regional Centre	Tel: 0845 300 6090 Fax: 01908 654914 general-enquiries@open.ac.uk

Awards	Awards and Ceremonies Centre	Tel: 01908 653003 Fax: 01908 654814 acc-gen@open.ac.uk
Credit transfer queries	Credit Transfer Centre	Tel: 01908 653077 Fax: 01908 654918 credit-transfer@open.ac.uk

Fees

Fee queries; refunds	Fees and Financial Awards or Regional Centre	Tel: 01908 653411 Fax: 01908 654914 general-enquiries@open.ac.uk
Fee payment by installment	OU Students Budget Account office	Tel: 01908 655777 or 08457 697937 (local rate – UK only) Fax: 01908 654903 ousba@open.ac.uk

Mailings

Missing items in mailings or any queries about contents and timings of mailings	Warehouse (have your PI number ready).	See contact details on your Contents Checklist
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Assignments

TMA queries	Assignment Handling	Tel: 01908 654330 assignments@open.ac.uk
CMA queries/late submission	Assignment Records	Tel: 01908 653702 Fax: 01908 655716 assignments@open.ac.uk

TMA/CMA grades will not be discussed: only queries about receipt of assignments etc.

Possible errors, marks awarded or late submission of TMAs should be discussed with your tutor.

Regional Arrangements

Tutorials / Day Schools	Contact Student Services staff in
Tutor Allocations	your own Regional Centre
Exam Centres and special arrangements	"
Course choice, qualifications advice, Vocational Guidance.	"

Appendix: For users of the TI-82 STATS and TI-84 Plus calculators

Using the MU120 Calculator Book with the TI-82 STATS and TI-84 Plus calculator

The *Tapping into mathematics with the TI-83 Graphics Calculator* book is written specifically for the TI-83 calculator. So, if you are using the TI-82 STATS or TI-84 Plus calculator rather than one of the TI-83 models, you should note the following differences in the colour of the calculator keys.

	TI-83	TI-83 Plus	TI-82 STATS	TI-84 Plus
Cursor keys Operation keys (+, -, ×, ÷) ENTER key Graphing keys	BLUE	BLUE	LIGHT BLUE	GREY
Number keys	DARK GREY	WHITE	WHITE	WHITE
Second functions	YELLOW	YELLOW	LIME GREEN	BLUE
ALPHA keys	GREEN	GREEN	ORANGE	GREEN

- Also, the remaining keys are dark blue on the TI-82 STATS.

In addition some of the screens given in the *Tapping into mathematics with the TI-83 Graphics Calculator* book will appear to be slightly different on the TI-84 Plus, and some of the commands, particularly those used later in the course, are accessed in a slightly different way on the TI-84 Plus. Details of how to access all commands are given in the Guidebook for your calculator model. (If you have purchased your calculator from Oxford Educational Supplies, there is a PDF of the Guidebook for your model on the accompanying CD. Otherwise, the Guidebook is available at <http://education.ti.com/us/global/guides.html>.)

There are a number of references in the *Tapping into mathematics with the TI-83 Graphics Calculator* book to the TI-83 Guidebook which are now inappropriate. Note: these references are to the Guidebook for the *basic* model of the TI-83 – the references are not valid for the Guidebooks for later models, such as the TI-83 Plus, the TI-83 Plus Silver Edition, TI-84 Plus or and hence should be ignored.

The early parts of Chapter 1 of the *Tapping into mathematics with the TI-83 Graphics Calculator* book have been rewritten for the TI-84 Plus, and you can access this replacement text via the MU120 course website from your StudentHome page from about a month before the start of the course. The replacement text contains the correct colour references to the calculator keys for the TI-84 Plus. Occasionally there are references to the colours of keys later in the book, but replacement text has not been provided for these.

The TI-83 Plus order form is on the back page.

TO OBTAIN YOUR GRAPHICS CALCULATOR

To enable you to obtain the TI-83+ graphics calculator easily and at a beneficial price, an arrangement has been made with Oxford Educational Supplies Limited for the direct supply at the price of £69.95, including VAT and post and packing. A discount of £3 will be applied if the order is placed via the website. **To obtain the discount, please note that you must enter the code "MU120" in the "Coupon Code" box on the checkout page. The discount will then be applied automatically.**

There are several methods of ordering to ensure that your calculator will be delivered promptly.

1. Order online using your credit or debit card – the web address is: www.studentcalculators.co.uk/MU120

Your payment will be processed securely by Worldpay on behalf of Oxford Educational Supplies and the calculator will be dispatched within 1 working day of receipt of your order.

2. Telephone with your credit card details and other details, as below, to 01869 344500.
3. Fax the form below, including your credit card details, to 01869 343654.

Any queries can be emailed to: sales@oxford-educational.co.uk or call 01869 344500

Your calculator should be delivered within 2-3 days of us dispatching your order. If you have not received your calculator within 7 days then please advise OES.

If you are resident outside the European Union you either need to state a delivery address within the EU, or contact OES directly about postage charges.

Please note that the £3 TI-83+ online discount can only be applied at the time of purchase by entering the "MU120" offer code in the Coupon Code box. We regret that we cannot apply this discount retrospectively.

PLEASE PRINT YOUR DETAILS CLEARLY:

Day telephone number:

Title: Surname: Initials:
Address: Student number:
County: Postcode: EU Country (if not UK):

Please tick

Please supply a TI-82STATS calculator at the inclusive price of £43.35

Please supply a TI-83 Plus calculator at the inclusive price of £69.95

Please supply a TI-84 Plus calculator at the inclusive price of £83.95

Please supply a PINK TI-83 Plus calculator at the inclusive price of £64.95

I enclose payment in the form of a cheque/postal order made payable to 'Oxford Educational Supplies Ltd' (Please write your cheque card number on the back of the cheque.)

OR

I authorise you to charge my credit card account with the total charge upon despatch of the calculator(s). Please charge the following account – insert details below.

All forms of Visa, Mastercard, Delta and Switch are acceptable.

Card no:

Expiry
date:

Last 3 digits
on signature
strip

Start date or Issue no.
(Switch only):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cardholder signature: